

GSA Professional Services Schedule Contract # GS-00F-007AA

Authorized Federal Acquisition
Services Schedule (FAS)

Labor category and pricelist catalog
October 1, 2012 through September 30, 2016

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is: <http://www.gsaadvantage.gov>. For more information on ordering from Federal Supply Schedules click on the <http://www.gsa.gov>

Introduction

Atkins is one of the leading engineering design consultants in North America. We plan, design, and enable our clients' capital programs in and around the built environment.

As one of the world's leading engineering and design consulting firms, Atkins has the expertise to undertake challenging, time-sensitive infrastructure projects and respond to the critical need for sustainability. Whether developing concepts for a new skyscraper, improving a rail network, modeling a flood mitigation system, or enhancing a management process, we plan, design, and enable solutions.

We are technical consultants, and we provide advice and engineering design for public and private sector clients. The multidisciplinary nature of our skills allows us to draw on expertise from across the business to deliver complex projects both in North America and in support of our other businesses overseas.

We deliver engineering and technically integrated design, together with project and cost management services, to a wide range of clients. Our areas of operation include federal, water, environment, education, buildings, energy, and significant activity in transportation.

For more information, visit our website:
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1a. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See item six below.

1b. If the Contractor is proposing hourly rates a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate "Not applicable" for this item. Not applicable.

2. Maximum Order: \$1,000,000 (An order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.405. If a "best value" selection places an order over the maximum order, the ordering activity has an opportunity to obtain a better Schedule contract price. Before placing the order, the ordering activity shall contact Atkins to ask for a better discount/price.)

3. Minimum Order: \$100

4. Geographic Coverage (delivery Area): FOB Worldwide

5. Point(s) of production (city, county, and state or foreign country): Same as company address

6. Discount from list prices or statement of net price: Government Net Prices (discounts already deducted). See prices attached.

7. Quantity discounts: 2% for orders between \$100k to \$500k, 3.5% for orders between \$500k and \$1M, 5% for orders over \$1M

8. Prompt payment terms: Net 30 days, 2% 10 Days, 1% 20 Days

9a. Notification that Government purchase cards are accepted up to the micro-purchase threshold: Yes

9b. Notification whether Government purchase cards are accepted or not accepted above the micro-purchase threshold: Contact Contractor

10. Foreign items (list items by country of origin): None

11a. Time of Delivery (Contractor insert number of days): Specified on the Task Order

11b. Expedited Delivery. The Contractor will insert the sentence "Items available for expedited delivery are noted in this price list." under this heading. The Contractor may use a symbol of its choosing to highlight items in its price list that have expedited delivery: Contact Contractor

11c. Overnight and 2-day delivery. The Contractor will indicate whether overnight and 2-day delivery are available. Also, the Contractor will indicate that the schedule customer may contact the Contractor for rates for overnight and 2-day delivery: Contact Contractor

11d. Urgent Requirements. The Contractor will note in its price list the "Urgent Requirements" clause of its contract and advise agencies that they can also contact the Contractor's representative to effect a faster delivery: Contact Contractor

12. F.O.B Points(s): Destination

13a. Ordering Address(es):

Atkins

Attention: Carol L. Hardaker

4030 W. Boy Scout Blvd., Suite 700

Tampa, FL 33607

Phone (813) 281-4584 Fax (813) 281-2691

Email: carol.hardaker@atkinsglobal.com

* Please mail to the attention of the Project Manager identified in the task order proposal.

13b. Ordering procedures: For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS Schedule homepage (fss.gsa.gov/schedules).

14. Payment address(es): Same as company address

15. Warranty provision: Contractor's Standard Commercial Warranty

16. Export Packing Charges (if applicable): N/A

17. Terms and conditions of Government purchase card acceptance (any thresholds above the micro-purchase level): Contact Contractor

18. Terms and conditions of rental, maintenance, and repair (if applicable): N/A

19. Terms and conditions of installation (if applicable): N/A

20. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable): N/A

20a. Terms and conditions for any other services (if applicable): N/A

21. List of service and distribution points (if applicable): N/A

22. List of participating dealers (if applicable): N/A

23. Preventive maintenance (if applicable): N/A

24a. Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants): N/A

24b. If applicable, indicate that Section 508 compliance information is available on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at: www.Section508.gov/. N/A

25. Data Universal Numbering System (DUNS) number: 001488055

26. Notification regarding registration in SAM.gov database: Registered

27. Size Standard: Large Business

Professional Engineering Services Schedule 871

871 1/871 1RC STRATEGIC PLANNING FOR TECHNOLOGY PROGRAMS/ACTIVITIES

- analysis of mission
- program goals and objectives
- requirements analysis
- organizational performance assessment
- special studies and analysis
- training, privatization, and outsourcing

871 2/871 2RC Concept Development and Requirements Analysis

- abstract or concept studies and analysis
- requirements definition,
- preliminary planning
- the evaluation of alternative technical approaches and associated costs for the development of enhancement of high level general performance specifications of a system, project, mission or activity
- requirements analysis
- cost/cost performance trade-off analysis
- feasibility analysis
- developing and completing fire safety evaluation worksheets as they relate to professional engineering services
- regulatory compliance support
- technology/system conceptual designs, training, and consulting.

PES does not include architect-engineer services as defined in the Brooks Act and FAR Part 2. PES does not include design or construction services as defined in the Federal Acquisition Regulation Part 36 and Part 2.

871 3/871 3RC SYSTEM DESIGN, ENGINEERING AND INTEGRATION

- computer-aided design
- design studies and analysis
- high level detailed specification preparation
- configuration management and document control
- fabrication, assembly and simulation
- modeling
- training, privatization and outsourcing

871 4/871 4RC TEST AND EVALUATION

- testing of a prototype and first article(s) testing
- environmental testing
- independent verification and validation
- reverse engineering
- simulation and modeling (to test the feasibility of a concept)
- system safety, quality assurance
- physical testing of the product or system
- training, privatization and outsourcing

871 5/871 5RC INTEGRATED LOGISTICS SUPPORT

- ergonomic/human performance analysis
- feasibility analysis
- logistics planning
- requirements determination
- policy standards/procedures development

- long-term reliability and maintainability
- training, privatization and outsourcing

871 6/871 6RC ACQUISITION AND LIFE CYCLE MANAGEMENT

- operation and maintenance
- program/project management
- technology transfer/insertion training, privatization and outsourcing

871 7/871 7RC CONSTRUCTION MANAGEMENT & Engineering Service

- **Construction Management:** Serve as principal agent to advise on or manage the process over the project regardless of the project delivery method used. The Construction Manager assumes the position of professional adviser or extension of staff to the customer agency and helps the customer agency identify which delivery method is the best for the project. The construction management approach utilizes a firm (or team of firms) with construction, design, and management expertise to temporarily expand the customer agency's capabilities, so that they can successfully accomplish their program or project. The Construction Manager also provides expert advice in support of the customer agency's decisions in the implementation of the project. The following are some of the tasks to be covered under Construction Management:
- **Project Design Phase Services:** Design technical reviews; code compliance reviews; constructability reviews; analysis of Value Engineering proposals; preparation of cost estimates (including independent check estimates); cost analysis; cost control/monitoring; energy studies; utility studies; site investigations; site surveys; scheduling (including preparation of schedules and schedule reviews); review of design scope changes (including analysis of schedule impact); scheduling/conducting/documenting design related meetings; and performing market studies (material availability, contractor interest, etc.).
- **Project Procurement Phase Services:** Provide assistance to the Contracting Officer in contract procurement; answer bid/RFP questions; participate in site visits; participate in pre-bid conferences; prepare and issue solicitation amendments for review and approval by the Government Contracting Officer; and perform cost/bid/proposal analysis.
- **Project Construction Phase Services:** Establish temporary field offices; set up job files, working folders, and record keeping systems; maintain organized construction files; schedule and conduct preconstruction meetings; document actions taken and decisions made, etc.; monitor the submittal review process; review and monitor project schedules for construction progress with emphasis on milestone completion dates, phasing requirements, work flow, material deliveries, test dates, etc.; assist in problem resolution and handling of disputed issues (including development of Government position); maintain marked up sets of project plans and specifications for future as-built drawings; perform routine inspections of construction as work proceeds, take action to identify work that does not conform to the contract requirements, and notify the contractors when work requires correction; compile, through site inspections, list defects and omissions related to the work performed and provide these lists to the contractor for correction; review construction contractor payment requests (including preparation of necessary forms for payment processing); monitor project financial data and budgetary cost accounting; administration of construction contract change orders (issue proposal requests, prepare cost estimates, review cost proposals, assist agency in negotiations, prepare change order packages for processing; schedule, conduct, and document regular progress meetings with all interested parties to review project status, discuss problems, and resolve issues; scheduling, conducting, and documenting (prepare minutes, etc. for distribution) construction related project meetings; monitor construction contractor compliance with established safety standards (note and report unsafe working conditions, failures to adhere to safety plan required by construction contract); monitor construction contractor compliance with contract labor standards; coordinate construction activities with customer Managers and occupying agency personnel; monitor the design and construction clarification process and, when appropriate, remind the A/E and other parties involved of the need for timely actions; participate in all Partnering activities during construction (workshops, meetings, etc.); prepare special reports and regular project status reports; provide for progress and/or final photographs of project work; perform site surveys; provide assistance in

obtaining permits; perform hazardous material assessments and monitor hazardous material abatement work; and provide cost estimating assistance.

- **Commissioning Services:** These services shall include, but are not limited to, providing professional and technical expertise for start-up, calibration, and/or certification of a facility or operating systems within a facility. The CM must be able to provide any level of commissioning need from total support to specialty services. Commissioning services may require start-up planning, forecasting start-up duration, estimating start-up costs, determining start-up objectives, organizing start-up teams and team assignments, testing building system components, conducting performance tests.
- **Testing Services:** Provide the services of an independent testing agency/laboratory to perform project specific quality control testing and inspection services. The services may include, but are not limited to, testing/inspection of soils, concrete, precast concrete connections, steel, steel decking, applied fireproofing, roofing, curtain walls/glazing, and elevator installations.
- **Claims Services:** Provide Claims Services when and as required by the Government for specific projects. Review disputes and claims from the A&E and/or construction contractor(s) and render all assistance that the Government may require, including, but not limited to, the following: Furnishing reports with supporting information necessary to resolve disputes or defend against the claims. Preparation and assembly of appeal files. Participation in meetings or negotiations with claimants, appearance in legal proceedings, preparation of cost estimates for use in claims negotiations, preparation of risk assessments/analyses relative to claim exposures, preparation of findings of fact and any other documentation required by the Government.
- **Post Construction Services:** Perform Post Occupancy Evaluations (POEs). Assist Agency in the formulation of lessons learned, provide occupancy planning including development of move schedules, cost estimates, inventory lists, etc.; provide move coordination, relocation assistance, and/or furniture coordination. Provide telecommunication and computer coordination.

C132 51/C132 51RC Information Technology Professional Services

- Resource and Facilities Management
- Database Planning and Design
- Systems Analysis and Design
- Network Services
- Programming
- Conversion and Implementation Support
- Network Services Project Management
- Data/Records Management
- Other services related to 29CFR541.400

Mission Oriented Business Integrated Services (MOBIS)- Schedule 874

874 1/874 1RC Integrated Consulting Services

- Management or strategy consulting, including research, evaluations, studies, analyses, scenarios/simulations
- Reports
- Business policy and regulation development assistance
- Strategy formulation
- Expert witness services

874 7/874 7RC Integrated Business Program Support Services

- All phases of program or project management, from planning to closeout
- Operational/administrative business support services in order to carry out program objectives

100 1/100 1RC New Services

- May be a task, procedure, or product existing in the commercial market which is being developed, improved, or not yet introduced to the Federal Government or not currently available under any GSA Contract, but is categorically related to this procurement.

100 3/100 3RC Ancillary Supplies and/or Services

- Ancillary supplies and/or services are for orders and blanket purchase agreements that complete work or a project that is solely associated with the supplies and/or services purchased under this schedule. This SIN EXCLUDES purchases that are exclusively for supplies and/or services already available under another schedule.

Environmental Services Schedule 899

899 1, 899 1RC ENVIRONMENTAL CONSULTING SERVICES

- Environmental Impact Statements & Assessments under NEPA
- Natural Resource Management Plans
- Cultural Resource Management Plans
- Studies and Consultations
- Economic, Technical, and Risk Analyses in Support of Environmental Needs

899 3, 899 3RC ENVIRONMENTAL TRAINING SERVICES

- Compliance with environmental laws or regulations
- Comprehensive Environmental Response Compensation and Liability Act (CERCLA)
- Emergency response plans
- Environmental audits, awareness, compliance, and management
- National Environmental Policy Act (NEPA)
- Natural habitat preservation
- Resource Conservation and Recovery Act (RCRA)
- Sustainable environmental practices
- Water conservation; and Wetlands regulation and permitting

899 7, 899 7RC GEOGRAPHIC INFORMATION SYSTEMS

- GIS
- Mapping and Cartography
- Natural Resource Planning
- Migration Pattern Analysis

- Pollution Analysis
- Site Selection
- Emergency Preparedness Planning

899 8, 899 8RC REMEDIATION & Reclamation Services

- Excavation, removal, remediation related laboratory testing, transportation, storage, treatment and/or disposal of hazardous waste
- Field characterization/field investigation
- Conservation and site closures
- Wetland restoration
- Emergency response
- UST/AST removal
- Air monitoring
- Soil vapor extraction
- Stabilization/solidification
- Bio-venting
- Carbon absorption
- Containment, monitoring and /or reduction of hazardous waste sites

1b. Labor rates

SINs	Labor Category	GSA Price Including IFF (Effective 10/1/2012 through 06/30/2016)
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Architect II	\$ 98.22
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Associate Project Manager	\$ 113.35
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	CADD Designer	\$ 93.80
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	CADD Technician I	\$ 44.89
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	CADD Technician II	\$ 64.18
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Construction Management Rep I	\$ 78.89
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Construction Management Rep II	\$ 98.74
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Contracts Administrator I	\$ 83.93
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Designer I/Design Technician I	\$ 74.18
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Designer II/Design Technician II	\$ 85.64
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Engineer I	\$ 74.96
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Engineer II	\$ 75.57
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Engineer III	\$ 99.24
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Env. Scientist I	\$ 69.11
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Env. Scientist II	\$ 76.57
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Estimator/Scheduler I	\$ 78.50
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Field Rep	\$ 62.97
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	GIS Analyst I	\$ 68.77
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	GIS Analyst II	\$ 81.41

871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Lab Tech II	\$ 54.41
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Landscape Architect I	\$ 64.18
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Planner I	\$ 73.87
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Planner II	\$ 88.48
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Principal Tech Professional	\$ 234.66
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Program Assistant I	\$ 44.38
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Program Assistant II	\$ 53.17
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Program Assistant III	\$ 58.04
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Program Manager / Project Manager	\$ 186.43
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Project Coordination Specialist / Operations Coordinator I	\$ 77.93
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Project Director	\$ 216.33
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Public Information Specialist I	\$ 70.19
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Resident Engineer	\$ 165.91
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Construction Management Rep	\$ 147.89
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Contracts Administrator I	\$ 100.76
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Designer I	\$ 95.14
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Engineer I	\$ 90.68
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Engineer II	\$ 133.09
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Engineer III	\$ 156.17
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Env. Scientist IV	\$ 175.94
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Env. Scientist I	\$ 104.10
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Env. Scientist II	\$ 123.43

871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Env. Scientist III	\$ 148.86
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Estimator/Scheduler I	\$ 112.78
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Estimator/Scheduler II	\$ 128.98
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr GIS Analyst I	\$ 100.92
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr GIS Analyst II	\$ 122.42
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Landscape Architect I	\$ 98.74
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Landscape Architect II	\$ 103.68
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Landscape Architect III	\$ 118.58
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Landscape Architect IV	\$ 128.36
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Planner I	\$ 107.09
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Planner II	\$ 123.47
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Planner III	\$ 156.04
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Project Director	\$ 255.79
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Project Manager	\$ 148.10
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Sr Surveyor III	\$ 136.26
871 1, 871 2, 871 3, 871 4, 871 5, 871 6, 871 7, 874-1, 100-1, 100-3, 874-7, 899 1, 899 3, 899 7, 899 8, C132 51	Surveyor II	\$ 91.34

The Service Contract Act (SCA) is applicable to this contract as it applies to the entire 00Corp: Professional Services Scheule and all services provided. While no specific labor categories have been identified as being subject to SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCA eligible labor categories. If and / or when the Contractor adds SCA labor categories / employees to the contract through the modification process, the Contractor must inform the Contracting Officer and establish a SCA matrix identifying the GSA labor category titles, the occupational code, SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

1c. Labor Categories/Descriptions

FSS Category	Education Requirements	Required Years of Experience	Functional Responsibility - Atkins Job Description
Architect II	Bachelor's or Master's degree in Architecture.	This level may be achieved by Architects with 2 years of experience with Bachelor's or 1 year of experience with Master's. Typical incumbent has 4 to 5 years of experience.	Under the supervision of a senior architect or department head, applies technical professional proficiency to the solution of architectural problems and the coordination of related project activities. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Duties generally include the following: Evaluates client's needs and works on assigned preliminary design solutions for review by senior architect. Develops detailed drawings to comply with zoning and building codes and construction budgets. Coordinates with all disciplines involved, to produce contract documents. Writes specifications and reports. Selects and recommends procedures. Reviews shop drawings. Prepares architectural documents under the direction of a registered architect. Conducts product research. Performs such other duties as the supervisor may from time to time deem necessary..

Associate Project Manager	Bachelor's degree in field(s) of practice or equivalent experience Management coursework and/or MBA a plus.	This level may be achieved with 5 years experience in project production and technical professional activities.	Under the supervision of a project or group manager, applies technical competency and project production experience to manage project teams on conventional, non-complex and smaller projects. Also assists project manager in the basic functions of production coordination, planning, organizing, directing, controlling, financial management and marketing. Manages noncomplex, conventional and/or small projects or assists the project manager on complex and/or large projects. Prepares simple professional service agreements and addenda for review/approval by senior management. Monitors and directs project team, subcontractors and client compliance with contract terms and commitments. Prepares and communicates the project work plan to the project team, including project scope, schedule and budget. Provides work assignments to project team members, and monitors/manages project production for compliance with schedules, budget and quality objectives. Monitors client billings and assists in obtaining client payment. Monitors sub consultants' progress and performance, and reviews/approves sub consultant and vendor invoices. Maintains and monitors project financial information and manages project costs within budget constraints. Schedules and coordinates project meetings with the project team, regulatory agencies, the client, and others involved with the projects. Organizes/manages project information files and coordinates the interchange of project information among project team members. Participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients. Performs such other duties as the supervisor may from time to time deem necessary.
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<p>CADD Designer</p>	<p>College degree in related technical field. CAD training required.</p>	<p>Generally requires minimum six years of related experience in a combination of technician and/or CAD technician or designer positions. May also require experience in the particular discipline supported.</p>	<p>Uses CAD system to enter the required data, such as precise measurements and commands, in order to generate designs, construction drawings, renderings, report graphics, interior drawings or other digital images. Develops, organizes and prepares a variety of highly complex layouts, drawings and designs from written or verbal specifications, or from rough or detailed sketches and/or drawings made by technical professionals, converting paper documents into computerized files. Develops and maintains standards and symbols to meet specialized needs of a particular project or to facilitate or improve CAD utilization. Develops, writes and distributes procedures to other CAD users inside and outside own department. Produces various design options on the screen or on hard copy. May include technical professionals' verbal instructions or ideas to assist in resolving a design concept not yet completely defined. Uses CAD to design, redesign, modify or otherwise edit existing design. Performs mathematical calculations necessary to complete simple and complex design tasks. Checks final design on screen to verify completeness, clarity, and accuracy of drawing. Assist in troubleshooting various CAD production technologies, including hardware and software. Provides intermediate/advanced training to technical personnel, as well as those interested in acquiring skills and knowledge of various CAD production technologies. Selects and recommends procedures in design and prepares preliminary designs for approval by senior technical professional. Designs and lays out final system systems designs with specifications and client requirements. Prepares graphic presentations to support feasibility studies and proposals. May supply technical data for specifications and provide quantities and cost estimates. Maintains working knowledge of</p>
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	governmental regulations, codes and ordinances and their application.
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CADD Technician I	High school plus training such as is obtained in vocational or technical school, or in an Associates degree program in a related technical field. Formal CADD training preferred.	2 years' experience in a CADD technician position, with at least 1 of these doing full-time CADD work.	Under the supervision of a senior CADD technician/designer or technical professional, performs computer-assisted drafting to support the technical services of the company. Uses CADD system to enter the required data, such as precise measurements and commands, in order to generate construction drawings, renderings, report graphics and other digital images. Prepares layouts, drawings and designs, from detailed sketches and/or drawings made by technicians, designers or technical professional, converting paper documents into computerized files. Uses CADD to redesign, modify, or otherwise edit existing design. Makes minor mathematical calculations. Checks final drawing to verify completeness, clarity and accuracy of drawing. Operates plotter to transfer developed drawings to an appropriate medium. Performs such other duties as the Supervisor may from time to time deem necessary.
CADD Technician II	High school plus 2 years' of specialized training such as is obtained in vocational or technical school, or in an Associates degree program in a related technical field. Formal CADD training preferred.	4 years' experience in a CADD technician position, with at least 2 of these doing full-time CADD work.	Under the supervision of a senior CADD technician/designer or technical professional, provides competency in computer-assisted drafting to support the technical services of the company. Uses CADD system to enter the required data, such as precise measurements and commands, in order to generate construction drawings, renderings, report graphics and other digital images. Prepares layouts, drawings and designs from detailed sketches and/or drawings made by technicians, designers or technical professionals, converting paper documents into computerized files. Uses CADD to redesign, modify, or otherwise edit existing design. Makes minor mathematical calculations. Checks final drawing to verify completeness, clarity and accuracy of drawing. Operates plotter to transfer developed drawings to an appropriate medium. Performs such other

			duties as the Supervisor may from time to time deem necessary.
Construction Management Rep I	B.S. degree in Civil Engineering or in a related field or equivalent combination of education & experience.	0 years since B.S.,4 years since A.S. or 8 years without a degree.	Under the direct supervision of a Sr. Project Engineer, observes the work of contractors involved in the construction of projects. Observes construction work and prepares change orders as needed. Researches and interprets contract requirements to determine whether construction work is performed in substantial compliance with plans, specifications and special provisions. Advises Atkins project manager and/or owner of any failures or delays. Reviews pay requests for ultimate payment by client. Makes substantial completion and final completion statements. Reviews shop drawings within area of expertise for conformance with design concept. Performs such other duties as the supervisor may from time to time deem necessary.

Construction Management Rep II	B.S. degree in Civil Engineering or in a related field or equivalent combination of education & experience.	4 years since B.S., 8 years since A.S. or 10 years without a degree.	Under the supervision of a Sr. Project Engineer or Resident Engineer, organizes field observation and monitoring of contractors' substantial compliance with contracts so that project quality, cost control and established completion schedule are met by contractor. Analyzes construction project requirements in terms of personnel required for observation of construction progress and for testing and sampling of materials. Schedules and oversees the work of Atkins personnel assigned to observation and testing activities. Observes construction progress in the field and writes reports to record observations and summarize test results. Monitors contractors' progress against established schedule. Reviews payment requests and authorizes payments up to assigned dollar limit, or submits them to more senior personnel for authorization. Recommends solutions to field construction problems, acting as intermediary between contractor and Atkins personnel. Provides input to Office Engineer for the preparation of final estimate package. Performs such other duties as the supervisor may from time to time deem necessary.
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Contracts Administrator I	Associate's degree in Civil Engineering or Construction Mgmt. or equivalent combination of education and construction experience.	9 years exp, 4 of which should be in office administration of a complex project. 12 years' experience required without a degree; 2 years related experience with a Bachelor's degree. Experience in CPM scheduling techniques with hands-on electronic job data entry and microcomputer use.	Assists in the administration of contracts to determine cost, project quality, and adherence to established completion schedule by the contractor, under the supervision of a Project or Program Manager. Analyzes client needs and assists contractor in interpretation of plans and specifications. Prepares change orders and/or supplemental agreements and updates project plans. Monitors construction progress and maintains daily records. Monitors and records materials quantities and construction results. Reviews shop drawings, schedules, permits, and progress charts. Prepares final estimate package which includes final plans, construction documents and detailed calculations of costs and pay items.
Designer 1 / Design Technician I	Associate's degree in engineering or architecture, or equivalent education. Six years of drafting or technician experience is usually required with an Associate's degree or equivalent courses of study; 8	8 years of progressive experience without such formal training. Strong knowledge of state and local codes and ordinances, design input codes and standards.	Applies engineering fundamentals to engineering design; provides design and production of drawings in support of engineering or architectural project(s). Selects and recommends procedures in design and prepares preliminary designs for approval by a senior technical professional. Performs calculations. Designs and lays out conceptual designs for proposals to be reviewed by senior technical professional for conformance with specifications and client requirements. Designs and lays out final systems designs on assigned portions of projects. Designs detail pencil drawings and gives to CADD technician for a finished product in Mylar & ink. May be required to perform designs utilizing CADD. Prepares graphic presentations to support feasibility studies and proposals. May supply technical data for specifications and provide quantities and cost estimates. Maintains working knowledge of governmental regulations, codes

			and ordinances and their application. May prepare CADD working drawings for interiors. Performs such other duties as the Supervisor may from time to time deem necessary.
Designer 2 / Design Technician 2	Associate's degree in engineering or architecture, or equivalent education. Seven years of drafting or technician experience is usually required with an Associate's degree or equivalent courses of study;	9 years of progressive experience without such formal training. Strong knowledge of state and local codes and ordinances, design input codes and standards.	Applies engineering fundamentals to engineering design; provides design and production of drawings in support of engineering or architectural project(s). Selects and recommends procedures in design and prepares preliminary designs for approval by a senior technical professional. Performs calculations. Designs and lays out conceptual designs for proposals to be reviewed by senior technical professional for conformance with specifications and client requirements. Designs and lays out final systems designs on assigned portions of projects. Designs detail pencil drawings and gives to CADD technician for a finished product in Mylar & ink. Performs designs utilizing CADD. Prepares graphic presentations to support feasibility studies and proposals. May supply technical data for specifications and provide quantities and cost estimates. Maintains working knowledge of governmental regulations, codes and ordinances and their application. May prepare CADD working drawings for interiors. Performs such other duties as the supervisor may from time to time deem necessary.

<p>Engineer I</p>	<p>B.S. in Engineering. E.I. or EIT desired</p>	<p>1 - 2 years experience is required of incumbents with a Bachelor's Degree in a branch of Engineering directly related to hiring discipline; no experience required with an Master's degree</p>	<p>Performs routine engineering work while developing professional proficiency under the supervision of a senior engineer or department leader. On design assignments, works to learn how to clearly convey the design intent through engineering drawings and specifications. On assignments involving investigations and planning, works to learn the fundamentals of engineering processes and to apply them successfully to operating systems. On assignments involving construction activities, works to develop an understanding of construction methods and the translation of engineering drawings and specifications into the constructed product. Upholds engineering ethics and standards of conduct. Applies standard engineering practices and techniques in specific situations which may include the following: Assists in the planning, design, and production of engineering drawings. May supervise the production of these drawings. Carries out specific assignments in preparing and assembling specifications. Participates in conducting engineering investigations and planning work by completing well-defined tasks. These tasks may include collection and analysis of data using established procedures, performance of routine calculations, and participation in evaluating the feasibility of alternate solutions. Prepares assigned sections of reports working under the close review of a more experienced professional. Participates on projects involving construction activities by reviewing shop drawings for conformance with easily interpreted specifications; assists in recordkeeping and in generating progress reports; observes relatively simple construction procedures, and collects samples for quality control testing. Performs data acquisition and analysis,</p>
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			<p>researching the feasibility of alternative design approaches, site conditions, and/or regulatory agency specifications or regulations. Prepares material for reports and permit applications, gathering information, writing rough outline, and/or preparing work progression documents and graphic presentations. Performs engineering calculations. Performs field observations of construction where appropriate.</p>
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<p>Engineer II</p>	<p>B.S. or M.S. in Engineering. E.I. or EIT is usually required</p>	<p>2 years' experience since B.S. or 1 year since M.S.</p>	<p>Applies technical professional proficiency to the investigation of engineering problems, the coordination of project activities, and the preparation of preliminary plans and documents, working under the supervision of a senior engineer or department leader. On design assignments, progresses toward learning how to clearly convey the design intent through engineering drawings and specifications. On engineering and planning assignments, continues to develop a knowledge of the fundamentals of engineering processes and to apply them successfully to operating systems. On construction assignments, continues to develop an understanding of construction methods and the translation of engineering plans and specifications into constructed product. Upholds engineering ethics and standards of conduct. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Duties usually include the following: Designs and develops plans and drawings, which may include the development of preliminary layout and/or final drawings. Organizes and conducts engineering investigations and planning work which have a well-defined scope. Outlines and prepares relatively straightforward reports of sections of more complex reports, working under the periodic review of a more experienced professional. Provides engineering services during construction activities by reviewing shop drawings for conformance with specifications; prepares records and progress reports defining construction progress; observes construction procedures under the guidance of a more experienced professional, and evaluates the results from quality control testing. Researches feasibility of alternative design approaches, site conditions, and regulatory agency specifications.</p>
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			<p>Contributes to the development of specifications and permit applications, and writes miscellaneous reports. Prepares preliminary man-hour, cost and material quantity estimates. Participates in quality control checks, maintaining quality standards in all work produced, checking computations, and/or reviewing designs and drawings performed by others. Coordinates with other disciplines as required. Performs field observations of construction where appropriate.</p>
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<p>Engineer III</p>	<p>B.S. or M.S. in Engineering.</p>	<p>This level may be achieved by Engineers who compensate for lack of P.E. through 10 or more years' of experience since Bachelor's degree.</p>	<p>Applies full competency in conventional engineering work and broad knowledge of precedents in specialty area, working under the supervision of a technical manager. On design assignments, understands how to clearly convey the design intent to engineering drawings and specifications. On assignments involving engineering investigations and planning work, has a firm grasp of the fundamentals of engineering processes and their application to operating systems. On projects involving engineering services related to construction activities, has developed a thorough understanding of construction methods and the manner in which engineering drawings and specifications are translated into the constructed product. Upholds engineering ethics and standards of conduct. NOTE: This level is to be used for Engineers without P.E., but whose 10+ years' of experience in engineering work qualify them to perform at a level equivalent to that of the Sr. Engineer I. Plans, schedules, conducts or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs preliminary engineering design and/or reviews the design and drafting work of junior engineers, designers or CADD operators. Prepares cost and man-hour estimates, job budgets and schedules. Prepares or oversees the preparation of final plans and reports and submits them for approval. Conducts or oversees personnel involved in engineering investigations and planning work. Coordinates work with other engineers and professionals within and outside own discipline, and with support services staff. Plans, schedules and conducts or coordinates constructions services on projects of moderate scope. May occasionally assist in the management of projects.</p>
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Env. Scientist I	B.S. or B.A. in a field of Science including, Anthropology, Historic Preservation or related field, commensurate with hiring discipline.	1 - 3 years experience is required of incumbents with directly related Bachelor's degree; no experience is required with a Master's degree.	Under the supervision of a senior scientist or program manager, performs standard scientific work while developing professional proficiency. Applies standard practices and techniques in specific situations which generally include the following: Carries out data collection, gathering samples and collecting field data. Tests samples and analyzes results obtained. Writes technical reports of findings. Participates in site assessments, monitoring studies or field surveys. Writes permit applications and reports for review by senior scientists. Performs such other duties as the Supervisor may from time to time deem necessary.
Env. Scientist II	B.S./B.A. or M.S. in a field of Science including Anthropology, Historic Preservation or related field, commensurate with hiring discipline.	Minimum 3 yrs since Bachelor's degree or 2 yrs with Master's degree.	Under the supervision of a senior scientist or program manager, applies technical professional proficiency to the investigation of scientific problems and the coordination of related project activities; may lead a section of a laboratory or analytical group. Assignments have clear and specified objectives and require the investigation of a limited number of variables. Duties generally include the following: Conducts site assessments, monitoring studies or field surveys. Prepares permit applications, technical reports and sketches. Analyzes and interprets test results and other data. Monitors quality control within area of responsibility.

Estimator/Scheduler I	B.S. degree in technical discipline or in a related field or equipment combination of education & experience. No certifications required at this level.	1 - 2 years since B.S. or 0 years since MS.	Provide project scheduling and cost estimating support to Project Managers to help meet contract schedules and budgets and/or assist in the research and review of data for construction claims analyses. Prepares construction cost estimates for design projects by analyzing quantity take off's, pricing, and contract specifications. Develops estimates, change orders and reports for management's cost/scheduling projections. Prepares daily/weekly project schedules for various department managers. Prepares construction critical path schedules using contractor experience production rates to determine accurate duration of activities. Updates project estimates as needed. Plots schedule drawings using plotter and/or P.C. Prepares miscellaneous reports and correspondence to support project managers in the development of contract change orders, manpower allocation plans, etc. May research, compile and review data for construction claims analyses. May perform such other duties as the Supervisor may from time to time deem necessary.
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Field Rep	High School Diploma or equivalent combination of education & experience.	2 years relevant exp. (An Associate's degree in Construction Mgmt or related technical field may substitute for two years actual field experience.)	Under the direct supervision of a Project Engineer, Construction Management Representative or Resident Engineer, observes activities at construction projects to determine adherence to contract documents and regulatory agency provisions. Observes underground installations, and determines whether construction work is being performed in substantial compliance with contract plans and specifications. Tests soil density, concrete, asphalt and other construction materials. Verifies form construction rebar placement, concrete mixture, pile driving blow counts, drainage structure placement, subgrade and base construction. Writes daily inspection reports, weather reports, and documents test results and observations. Assists senior field representatives and project engineer in all types of record keeping and field measurements, as needed. Performs such other duties as the supervisor may from time to time deem necessary.
GIS Analyst I	B.S. or B.A. in Geography, Computer Science or related GIS Environmental Discipline, commensurate with hiring discipline.	1 - 3 years experience is required of incumbents with directly related Bachelor's Degree; no experience required with a Master's degree.	Under the supervision of the Senior GIS Analyst or department head, the GIS Analyst I performs standard geographic information system (GIS) work while developing professional proficiency. Applies standard practices and techniques in specific situations which may include the following: Conducts data gathering, conversion and analysis of GIS data. Prepares data documentation or metadata for GIS Projects. Prepares maps and exhibits with GIS data sets. Participates in client needs analyses. Maintains continued knowledge of technology developments in the GIS field and use of GIS software.

GIS Analyst II	B.S. or B.A. or M.S. in Geography, Computer Science or GIS related Environmental Discipline commensurate with hiring discipline.	This level may be achieved by GIS practitioners with 2 years of experience since Bachelor's degree or 1 year since Master's. Typical incumbent has 4 -5 years' experience.	Assignments have clear and specified objectives and may include: Conducts data gathering, conversion and analysis of GIS data. Prepares data documentation or metadata for GIS projects. Prepares maps and exhibits with GIS data sets. Participates in client needs analyses. Maintains continued knowledge of technology developments in the GIS field and the use of GIS software. Monitors quality control within area of responsibility. Assists Senior GIS Analysts in certain aspects of project management. Performs such other duties as the supervisor may from time to time deem necessary.
Lab Tech II	High school diploma or equivalent.	4 years lab experience or 2 years lab analytical experience required with an Associates degree in a scientific field.	Under the supervision of a senior lab technician, scientist or manager, performs a wide variety of standardized or prescribed analytical procedures in a specified time frame with appropriate quality control, including elementary troubleshooting, data reduction and evaluation of results. Performs sample preparation and/or analytical tests on samples, including quality control procedures according to lab protocols and State/EPA standards. Performs data reduction, which includes calculations and reporting of methods and results. Troubleshoots analytical procedures and instrumentation. Provides basic interpretation and evaluation of test results. May perform non-routine analysis as prescribed by supervisor. Sets up, calibrates and operates standard laboratory equipment and instruments of moderate complexity, and performs routine maintenance. Makes standards and reagents. Prepares glassware for sample preparation.

Landscape Architect I	Bachelor's degree in Landscape Architecture or equivalent combination of education and experience;	1 - 2 years experience is required of incumbents with a Bachelor's degree in Landscape Architecture; no experience required with MLA.	Under the supervision of a staff landscape architect, senior landscape architect or department head, performs routine assignments in landscape architecture while developing professional proficiency. Applies standard practices and techniques in specific situations. Produces schematic and working drawings of residential, recreational, commercial or industrial site projects for in-house review. Researches feasibility of alternative design approaches, based upon client's specifications, site conditions, government specifications or regulations, for incorporation into layout. Determines existing site conditions and prepares site analysis studies. Designs and draws conceptual plans for site layout, planting and grading, for review by senior landscape architect. Prepares preliminary construction cost estimates. Assists in the coordination of design plans with other disciplines. Observes construction projects to determine if landscape work is followed according to plans and specifications. Consults vendors for updating research library or obtaining material samples and/or technical literature. Performs such other duties as supervisor may from time to time deem necessary.
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Planner I	Bachelor's or Master's degree in Planning or related degree.	1 - 2 years experience required with Bachelor's degree. No experience required with Master's degree.	Under the supervision of a senior planner or group leader, performs routine planning assignments while developing professional proficiency. Planning work may be related to land utilization, urban development, transportation or environmental projects. Researches and analyzes technical data for studies and reports. Develops preliminary site plans for residential, commercial, industrial, recreational or transportation uses. Prepares maps, graphics and final plans for presentations. May be involved in analysis of specific technical areas. Conducts land development, traffic, or environmental impact studies and writes technical portions of reports. May perform limited portions of a broader assignment of an experienced planner, using prescribed methods.
Planner II	Bachelor's or Master's degree in Planning or related field.	2 years since Bachelor's or 1 yr since Master's.	Under the supervision of a senior planner or group leader, applies technical professional proficiency to the solution of planning problems and the coordination of related project activities. Work may involve land utilization, urban planning, transportation or archaeological projects. Prepares all or part of technical reports. Visits project sites and gathers data. Analyzes zoning requirements, traffic and/or environmental impact of projects. Provides written and graphic input for technical memo, feasibility studies, proposals and project status reports. Coordinates graphic exhibit preparation and/or other portions of a planning project. Coordinates technical work requirements with internal disciplines.

Principal Tech Professional	Bachelor's or Master's degree in appropriate discipline.	20 years' of experience since Bachelor's degree or 18 years since Master's.	<p>Provides technical guidance throughout the firm within chosen field of technical expertise. Serves as chief technical expert on significant projects which include his/her specialty, working under the general administrative direction of the National Service Director. Monitors activity and developments within area of specialization and keeps executives informed of such. Participates in company efforts toward the recruitment, development and utilization of qualified personnel within their discipline. Upholds professional ethics and standards of conduct. Provides technical direction throughout the company within field of expertise. Establishes technical criteria on projects related to field of expertise and provides technical input/direction to project managers and team members. Participates in technical quality assurance reviews. Designs and directs complex research efforts within area of expertise. Assists management in conducting project review audits involving specialty discipline. Establishes and disseminates, reviews and updates firm wide professional standards, guidelines and procedures, including computer utilization criteria, investigation and design procedures, and technical quality assurance review guidelines for application to project production. Monitors utilization and compliance by technical staff relative to these standards, documents, guidelines and procedures. Participates in the development and implementation of in-house technical development programs and coordinates with operating managers to selectively involve appropriate engineering staff in these in-house programs as well as in outside technical development opportunities (conferences, seminars, student coursework, etc.). Coordinates with operational managers to identify staffing needs, deficiencies and opportunities for recruitment in technical specialty area. Assists in</p>
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Program Assistant I	High school diploma (or equivalent).	One year related experience.	Answers phones and transmits messages. Files documents and correspondence. Makes photocopies and sends or receives e-mails, fax transmissions and other electronic communications. Types labels, forms, letters, memos and other documents using personal computer and appropriate word processing software, as instructed. Opens, stamps and distributes mail and assists with U.S. mailings and FedEx packages. Enters data into electronic spreadsheets or databases. Maintains and distributes recurring internal reports. Updates monthly office calendar as needed. Makes travel and meeting arrangements, as instructed. May help out with business functions, e.g., planning and setting up room for meetings, luncheons, or presentations. May order, distribute and store office supplies. May be required to run errands or make deliveries outside of the office. Performs such other duties as the supervisor may from time to time deem necessary
Program Assistant II	High School Diploma (or equivalent)	Three years related experience OR an Associates Degree in a related administrative field plus one year related experience is required	Types letters, memos and other documents, which may be of confidential nature, using personal computers and word processing software. Reads and routes incoming mail, distributes reports and screens telephone calls. Coordinates activities and tasks with other personnel at various departments and/or company offices. Sets up and maintains files of documents and correspondence. Makes travel and meeting arrangements, and assembles required material for meetings and conferences. Makes photocopies and sends or receives e-mails, fax transmissions and other electronic communications. Updates and disseminates various internal reports requiring follow-up, as instructed. Assists with designated clerical tasks related to unit activities. Performs such other duties as the Supervisor may from time to time deem necessary.

<p>Program Assistant III / Project Assistant III</p>	<p>High School Diploma (or equivalent)</p>	<p>Six years related experience OR an Associates Degree in a related administrative field plus four years related experience is required.</p>	<p>Based on knowledge of supervisor's views, may compose correspondence on own initiative about administrative or routine matters, for supervisor's approval. Initiates calls to obtain services, follow up or coordinate actions to relieve management or professional personnel of administrative workload. Acts as liaison between manager and staff. Anticipates and prepares materials needed for conferences, travel, correspondence, appointments and meetings, informing appropriate personnel. May assist in preparing Power Point presentations. Performs word processing of letters, memos and other documents which are often of a confidential nature. May take and transcribe notes and meeting minutes. Screens telephone calls, personally responding to routine requests for information and directing other calls to proper office or personnel. Prepares spreadsheets and other special, recurrent or one-time reports, summaries or replies to inquiries as instructed, selecting relevant information from a variety of sources such as reports, documents, correspondence, computer system and other offices. Advises other administrative support staff of new procedures and coordinates activities and tasks with personnel at various offices. Routes work in manager's absence and ensures smooth functioning of office. Performs designated administrative tasks such as making photocopies, sends or receives email, fax transmission and/or electronic communications to support department activities. Coordinates the efforts of affected programs and performs document review for filing adequacy to obtain correct, complete documents for execution and/or filing with agencies. Works within assigned budget for tasks, keeps track of budgets and alerts project manager when extra effort may be required to accomplish</p>
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			<p>tasks. Communicates and interacts with internal and external clients in a professional and courteous manner. Provides project manager with frequent, useful updates on project status and budget. Creates, maintains and organizes communication and project files, both hardcopy and paperless. Supports and advances the paperless filing initiative. Creates and maintains efficient, informative project schedules for use by project manager and internal/external clients. Parses schedules for most efficient file size. Performs such other duties as the Supervisor may from time to time deem necessary.</p>
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Project Coordination Specialist / Operations Coordinator I	Bachelor's Degree in Business or related discipline with four years of business experience	Without a degree, this is typically reached through a minimum of ten years experience in relevant analytical and/or project administrative work.	Maintains subconsultant database; verifies all invoices from subs before processing by accounts payable. Coordinates with subconsultants as needed. Assists in maintaining database of minority and small business firms in support of subcontracting plans. Reviews contracts to ensure they are completed in compliance with company policy. Ensures invoices are in compliance with contracts. Ensures that contract and billing files are maintained according to standards. Develops client analyses and reports as needed. Prepares and maintains appropriate spreadsheets for billing and project analysis. Researches contracts, plans and regulatory agency manuals to determine and analyze specifications and requirements. Reviews contract process reports. Maintains logs and reports. Assists in the preparation of contracts, work authorizations and supplemental agreements. Assists project manager in the initiation, opening and closing of project numbers in accounting system. May perform such other duties as the supervisor may from time to time deem necessary.
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Project Director	<p>Bachelor's degree in field of practice. Graduate degree preferred. Management coursework and/or MBA a plus.</p>	<p>This level may be achieved by technical professionals or managers with 15 years of experience since Bachelor's, or 14 years since Master's, with at least 2 of these years in the Senior Program Manager position with highly complex project management responsibility , or an equivalent combination of education and experience.</p>	<p>Under the general direction of a Corporate Director of PM, RSM, or NBSM, responsible for managing very complex and unconventional technology or delivery systems for specific and corporately significant clients. May involve the management of multiple projects in a specific delivery system. Responsible for the financial performance of projects of considerable magnitude and risk to the Company. Typical projects might include major construction management engagements, design-build projects of national significance, design-build-operate-maintain undertakings, unique and complex wastewater treatment facility design, or large environmental studies requiring specialized knowledge and abilities. Responsible for mentoring project staff associated with highly sophisticated and unconventional projects. Projects of this magnitude generally involve over \$5 million annually in net revenue and require very specialized expertise or experience of the individual</p>
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<p>Project Manager / Program Manager</p>	<p>Bachelor's degree in field(s) of practice. Professional Registration required in field of practice required if available.</p>	<p>8 years' experience in project production and technical professional activities, two of these working as a Sr. Technical Professional or Associate Project Manager.</p>	<p>Under the direction of a project director, senior project manager, program or division manager, applies technical expertise and project management experience to manage project teams on conventional and unconventional projects. Also performs the basic project functions of production coordination, planning, organizing, directing, controlling, financial management and marketing assistance. Functions as a mentor to associate project manager and technical professionals to assist in their technical training and development. Coordinates and participates in contract negotiations with clients and subcontractors, and drafts complex professional service agreements and addenda for review by senior management. Directs project team and client compliance with contract terms and monitors subcontractors' compliance with contractual commitments. Prepares project work plan, scope, schedule and budget, and communicates these to project team members; monitors/manages project production for compliance with schedule, budget and quality objectives. Monitors reports and schedules to ensure appropriate charging of manhours, costs and expenses to projects, and to communicate project progress/status to senior management. Establishes and maintains project account files on the computerized project management information system (Advantage), and periodically reviews Advantage project reports for accuracy and completeness. Monitors client billings, assists in obtaining payment from clients, and resolves client disputes, adjusting project billing records as required. Monitors subconsultants' progress and performance, reviews and approves subconsultant and vendor invoices, and resolves payment and project disputes. Schedules and coordinates project meetings with the project team,</p>
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		<p>regulatory agencies, the client, and others involved with the projects. Coordinates and participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients. Reports financial status of projects to program managers, division managers and project director. Identifies new business opportunities for the firm, coordinates and participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients. Participates in project opportunity evaluation, consultant selection, and the preparation of firm's qualification/experience statements. May supervise technical professionals, associate project managers and design staff including workload and staffing management. Performs such other duties as the supervisor may from time to time deem necessary.</p>
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Public Information Specialist	Bachelor's degree in Communication Studies, Public Relations, English, Public Administration, or related degree	Internship in a consulting firm is preferred.	Assists with general public information writing duties including press releases, newsletters, project fact sheets, statistical reports, PowerPoint presentations, public service announcements and other public information materials. Coordinates logistics for special events including public meetings and hearings, open houses, groundbreakings, ribbon cuttings and project tours. Assists public meeting organizers with meeting facilitation. Assists with Web site design, photo gallery maintenance, database administration, statistical analysis and reporting and monthly maintenance. Assists with the design of project collateral materials including project displays, fact sheets, brochures, newsletters and maps. Takes digital photographs for photo galleries and project records. Monitors daily newspapers and clip stories and advertising related to the firm's projects. Performs other general administrative and coordination duties as assigned. Performs such other duties determined necessary by the Supervisor.
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Resident Engineer	B.S. degree in Civil Engineering or in a related field or equivalent combination of education & experience.	10 years since B.S. or 15 years without a degree.	Under the supervision of a Division Manager provides technical expertise to the direction of Atkins's construction services program activities at one or various project sites. Responsible for the administration and observation of construction activities to determine if the quality of the work performed by the contractor meets clients' needs and governmental requirements, and conforms substantially with plans and specifications. Represents Atkins to the construction project group and has ultimate responsibility for Atkins's performance on the project. Plans and organizes the administration and coordination of construction observation and reporting activities. Directs subordinate Atkins staff involved in the observation, testing and sampling of construction materials, observation of construction work, and documentation of plan revisions and work progress. Is responsible for reporting project cost and quality control activities to client. Provides financial management of Atkins office operations, monitoring expenses, approving and dispersing Atkins funds, and coordinating Atkins accounting and cost allocation. Coordinates construction monitoring with client program manager to resolve problems, disputes and scheduling of work, and to prepare contract changes and supplemental agreements. Performs such other duties as the supervisor may from time to time deem necessary.
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Senior Estimator/Scheduler I	B.S. degree in technical discipline or in a related field or equivalent combination of education & experience.	7 years since B.S., 6 years since M.S. or 10 years since AS.	Provide scheduling and estimating support on projects from the conceptual design stage through construction, to help meet contract schedules and budgets. Assist project managers in troubleshooting scheduling and budgeting problems prior to occurrence. Provide support to clients in the research, review and analysis of construction claims. Prepares construction cost estimates for design projects. Develops estimates, change orders and reports for management's cost/scheduling projections. Evaluates project scope change orders and negotiates settlement. Prepares construction critical path schedules using contractor experience production rates to determine accurate duration of activities. Updates project estimates as needed and updates computer program cost data. Develops project controls for various clients. May assist field construction manager in contract administration duties. May research, compile, review and analyze data to assist clients with construction claims. May perform such other duties as the Supervisor may from time to time deem necessary.
Sr. Contracts Administrator	Bachelor's degree in Civil Engineering or Construction Mgmt.	7 years related experience, several of these in office administration of complex projects. 10 years' experience required with associates degree; 12 years strongly related experience without a degree.	Under the supervision of a Program Manager or Sr. Project Manager, directs the administration of large and/or complex contracts, to determine and report cost, project quality and adherence to established completion schedule by the contractors. Analyzes client needs and assists contractor in interpretation of plans and specifications. Prepares change orders and/or supplemental agreements and updates project plans. Monitors project progress and maintains daily records. Monitors and records material quantities and construction results. Review shop drawings, schedules, permits and progress charts. Prepares final estimate package which includes final plans, construction documents and

			detailed calculations of costs and pay items.
Sr. Construction Manager	Bachelor's degree in Civil Engineering or Construction Mgmt.	Ten years related experience including personnel supervision. Engineering design experience desirable.	Under general direction, provides direction in all conventional and unconventional aspects of construction engineering to manage project construction observation and documentation activities, monitoring contractors' substantial compliance with contract, plans, specifications and special provisions and determining project quality, cost, and adherence to established completion schedule. NOTE: Incumbents do not supervise any contractor's activities and are not responsible for job site safety

Sr. Designer I	Bachelor's degree in Engineering or Architecture or equivalent discipline	Plus 10 years of experience, or Associate's degree and a minimum of 15 years of experience, at least 7 of which should be as a Designer.	Provides design, production and coordination of construction plans and drawings in support of engineering or architectural project(s). Selects and recommends design procedures. Typical duties may involve, depending on service, conceptual and final design of utilities, grading, pavement and drainage, electrical diagrams or mechanical details for structures or bridges, roadway alignment, architectural details, sanitary sewer pump station, or water & sewer systems/treatment plan design, etc. Researches, recommends and presents alternate design approaches based upon client request, governmental code requirements and other needs. Performs and supervises designs utilizing CADD. Coordinates, monitors and oversees design completion, permit applications, material quantities and cost estimates performed by junior designers and technicians. Assists junior professionals in making design decisions. May write specifications, feasibility studies, plans and preliminary reports. Organizes or directs field visits to collect data or resolve design conflicts. May train less experienced junior professionals, designers and CADD technicians as required. Performs such other duties as the Supervisor may from time to time deem necessary.
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<p>Sr. Designer II</p>	<p>Bachelor's degree in Engineering or Architecture or equivalent discipline</p>	<p>Fifteen years' experience, or Associate's degree and a minimum of twenty years' experience, at least twelve of which should be as a Designer.</p>	<p>Typical duties may involve, depending on service, conceptual and final design of utilities, grading, pavement and drainage, electrical diagrams or mechanical details for structures or bridges, roadway alignment, architectural details, sanitary sewer pump station, or water & sewer systems/treatment plan design, etc. Researches, recommends and presents alternate design approaches based upon client request, governmental code requirements and other needs. Performs and supervises designs utilizing CAD. Coordinates, monitors and oversees design completion, permit applications, material quantities and cost estimates performed by junior designers and technicians. Assists junior professionals in making design decisions. Checks and reviews the design work of less experienced junior professionals and designers may write specifications, feasibility studies, plans and preliminary reports. Organizes or directs field visits to collect data or resolve design conflicts may train less experienced junior professionals, designers and CAD technicians as required. Performs such other duties as the Supervisor may from time to time deem necessary.</p>
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<p>Sr. Engineer I</p>	<p>B.S. or M.S. in Engineering. P.E. license is required.</p>	<p>This level may be achieved by Engineers with four years' experience since B.S.; three years' experience since M.S.</p>	<p>Applies full competency in conventional engineering work and broad knowledge of precedents in specialty area, working under the supervision of a technical manager. On design assignments, understands how to clearly convey the design intent to engineering drawings and specifications. On assignments involving engineering investigations and planning work, has a firm grasp of the fundamentals of engineering processes and their application to operating systems. On projects involving engineering services related to construction activities, has developed a thorough understanding of construction methods and the manner in which engineering drawings and specifications are translated into the constructed product. Upholds engineering ethics and standards of conduct. Plans, schedules, conducts or coordinates detailed phases of the engineering work in a part of a major project or in a total project of moderate scope. Performs preliminary engineering design and/or reviews the design and drafting work of junior engineers, designers or drafters. Prepares cost and man-hour estimates, job budgets and schedules. Prepares or oversees the preparation of final plans and reports and submits them for approval. Conducts or oversees personnel involved in engineering investigations and planning work. Coordinates work with other engineers and professionals within and outside own discipline, and with support services staff. Plans, schedules and conducts or coordinates construction services on projects of moderate scope. May occasionally assist in the management of projects.</p>
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<p>Sr. Engineer II</p>	<p>B.S. or M.S. in Engineering. P.E. license is required.</p>	<p>This level may be achieved by Engineers with 7 years' of experience since B.S. or 6 years since M.S.</p>	<p>Provides the expertise of a seasoned engineer to all conventional aspects of functional area and applies advanced concepts and techniques to unconventional engineering problems, working under the supervision of a technical manager. May function as individual researcher or technical specialist. Upholds engineering ethics and standards of conduct. Performs project design, sketching design concepts to be developed by junior engineers, CADD designers or technicians. Plans and reviews the production of engineering drawings and specifications. Plans and reviews the production of engineering investigations or planning work. Develops and evaluates plans and criteria for new projects, weighing alternatives and selecting the most cost-effective solution. Analyzes technical problems, assessing the feasibility of proposed techniques and procedures, and devising new approaches and alternative solutions. Analyzes project dimension and scope, and prepares or oversees the preparation of cost and manpower estimates, schedules and job budgets. Coordinates work with project manager, and guides junior professionals and technical personnel on the design and drafting of preliminary and final plans. Is responsible for quality control, maintaining quality standards in all work produced, and checking computations or reviewing designs and drawings performed by others. May occasionally manage projects.</p>
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Sr. Engineer III	B.S. or M.S. in Engineering. P.E. license is required.	This level may be achieved by Engineers with 10 years' experience since B.S. or 9 years since M.S.	Provides technical expertise within area of specialization for diverse engineering activities throughout region, district or company-wide, working under the general direction of a technical manager. May function as lead designer or technical consultant. Upholds engineering ethics and standards of conduct. Defines scope of project, with full responsibility for interpreting, organizing and executing project assignments. Selects problems for investigation, developing novel approaches and solutions to technical problems. Conducts quality control checks, reviewing calculations, designs, evaluations and specifications developed by design staff for accuracy and completeness, performing on-site inspections and reviews, and conducting or overseeing remedial design work. Keeps abreast of state-of-the-art methods and developments in area of specialization. Recommends changes or improvements to plans and programs. May function as the project manager for routine to semi-complex projects. Responsibilities may include marketing, negotiating contracts, budgeting, financial management, schedule coordination and resources allocation.
Sr. Env. Scientist I	B.A./B.S. or M.S. in a field of Science, including Anthropology, Historic Preservation or related field, commensurate with hiring discipline.	Minimum 5 yrs since Bachelor's degree or 4 yrs with Master's degree.	Under the direction of a program manager, applies full competency in conventional scientific solutions related to functional area of assignment and broad knowledge of precedents in specialty area. Plans and coordinates scientific work related to detailed phases of a major project. Duties which may require mastery of specialized techniques, ingenuity, and ability to apply analytical approach to the solution of a wide variety of problems, generally includes the following: Conducts studies and advanced analytical procedures. Produces analytical results and prepares technical reports and documents. Recommends solutions to problems. Monitors compliance with contract

			requirements and governmental agency regulations. May assist in the management of projects.
Sr. Env. Scientist II	B.S./B.A. or M.S. in a field of Science, including Anthropology, Historic Prevention or related field, commensurate with hiring discipline; M.S. or graduate level coursework preferred.	Minimum 7 yrs since Bachelor's degree, or 6 yrs with Master's degree.	Under the direction of a program manager, provides the expertise of a seasoned scientist to all conventional aspects of functional area and applies advanced concepts and techniques to unconventional problems. May function as individual researcher or technical specialist. Carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Develops and evaluates plans and criteria in terms of quality assurance or environmental impact. Analyzes technical problems. Devises new approaches and alternative solutions. Conducts or analyzes scientific studies. Assembles technical data and writes reports and permit applications. Monitors, coordinates and/or provides direction on quality control efforts within area of responsibility. May manage projects.

Sr. Env. Scientist III	B.S./B.A. or M.S. in a field Science, including Anthropology, Historic Preservation or related field, commensurate with hiring discipline; Master's or applicable graduate level coursework preferred.	10 yrs since Bachelor's degree or 9 yrs with Master's degree.	Under the general direction of a program or division manager, provides technical expertise within area of specialization for diverse activities related to his/her field of science, throughout the region, district or company-wide. Functions as project manager, lead scientist or technical consultant. Has full responsibility for interpreting, organizing and executing assignments. Responsible for identifying clients, marketing programs, initiating, preparing and submitting proposals, and managing projects. Typical duties may include the following: Defines scope of project. Selects problems for investigation, developing novel scientific approaches and solutions to technical problems. Conducts quality control checks, reviewing calculations, tests and reports for accuracy and completeness, and performing on-site observations of projects. Plans and organizes the work of junior scientists, technicians and other technical and support staff. Keeps abreast of state-of-the-art scientific methods and developments. Recommends changes or improvements to scientific methods, plans and programs. Regularly manages projects. Conducts technical training and may serve as mentor to less experienced personnel. Markets company services.
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Sr. Env. Scientist IV	B.S./B.A. or M.S. in Science, Anthropology or Historic Preservation or related field commensurate with hiring discipline; Master's or graduate level science coursework preferred.	15 yrs with Bachelor's degree or 14 yrs with Master's degree	<p>Under the general supervision of a Program or Division Manager, serves as a recognized specialist within his/her field of science throughout the company, providing advice on the resolution of major technical problems or marked importance to the organization. Manages and provides scientific expertise on programs and projects with substantial fees. Markets and manages clients. Has responsibilities for interpreting, organizing, managing and executing assignments. Responsible for identifying clients, marketing programs, initiating, preparing and submitting proposals and managing projects. Typical duties may include the following: Analyzes projects, solves major technical problems and makes cost-effective recommendations. Develops standards and guides pertaining to his/her field of science. Determines program objectives and requirements. Markets company services. Has heavy responsibility for success of program or project, conformance to budget and quality control. Conducts technical training workshops and serves as mentor to less experienced scientists and other technical professionals. Regularly manages projects.</p>
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Sr. Estimator/Scheduler II	B.S. degree in technical discipline or in a related field or equivalent combination of education & experience.	10 years since BA; 9 years since MS; 12 years in project control or cost analysis since AS.	Supervise the production of project design estimates/schedules. Develop conceptual through final project cost estimates for all disciplines in all groups. Perform value engineering and constructability reviews. Provide support to clients in the research, review and analysis of construction claims. Supervises & prepares construction cost estimates and schedules for design projects by coordinating and reviewing quantity takeoffs and pricing. Reviews and comments on estimates/schedules prepared by others. Evaluates project scope change orders and negotiates settlement. Develops manpower loading and provides corporate assistance. Supervises production of project schedules for complex transportation design & construction project schedules. Performs or assists with project constructability and value engineering reviews. Develops project controls for various clients. Develops, prepares and recommends company guidelines on estimating/scheduling. May research, review and analyze data to assist clients with construction claims. May perform such other duties as the Supervisor may from time to time deem necessary.
Sr. GIS Analyst I	B.A. or B.S. or M.S. in Geography, computer science, or GIS-related environmental discipline commensurate with hiring discipline.	4 yrs of experience since Bachelor's degree or 2 yrs since Master's.	Under the direction of a technical manager, applies full competency in GIS studies related to functional area of assignment. Plans and conducts GIS work related to detailed phases of a major project. Conducts data gathering, conversion, analysis, manipulation and processing of spatial data using a computerized geographic information system (GIS). Prepares data documentation or metadata for GIS projects. Recommends solutions to problems. Participates in or conducts client needs analyses. Monitors and coordinates quality control efforts and/or provides direction on quality control efforts within area of responsibility. Develops and evaluates plans and criteria in terms of quality assurance and quality control.

			Maintains continued knowledge of technology developments in the GIS field and use of GIS software.
Sr. GIS Analyst II	B.S. or B.A. or M. S. in Geography, Computer Science, or GIS related Environmental Discipline.	7 yrs since Bachelor's degree or 6 years since Master's.	<p>Under the direction of a technical manager, provides the expertise of a seasoned GIS practitioner to all conventional aspects of functional area and applies advanced concepts and techniques to unconventional problems. May function as a lead GIS consultant. Carries out complex or novel assignments requiring the development of new or improved techniques and procedures. Develops and evaluates plans and criteria in terms of quality assurance and quality control. Analyzes technical problems. Devises new approaches and alternative solutions. Conducts GIS studies including data gathering, conversion and analysis of GIS data. Assembles technical data and prepares data documentation or metadata for all project work. Monitors, coordinates and/or provides direction on quality control efforts within area of responsibility. Conducts client needs analyses and manages GIS projects. Maintains continued knowledge of technology developments in the GIS field and use of GIS software.</p>

Sr. Landscape Architect I	Bachelor's degree in Landscape Architecture	<p>This level may be achieved by Landscape Architects with four years experience w/Bachelor's or three years experience w/Master's degree; typical incumbent has six to seven years' experience.</p>	<p>Prepares landscape architectural plans and renderings. D92Writes reports and specifications. Supervises the preparation of landscape architectural plans and checks plans, estimates and calculations performed by junior landscape architects. Consults vendors and evaluates/selects plants and landscaping materials. Inspects project development in the field. Monitors project budgets. D58May occasionally assist in the management of projects. Performs such other duties as the Supervisor may from time to time deem necessary.</p>
Sr. Landscape Architect II	Bachelor's degree in Landscape Architecture	<p>This level may be achieved by Landscape Architects with seven years experience since Bachelor's degree or six years w/Master's degree; typical incumbent has eight to ten years' experience.</p>	<p>Plans, directs and supervises the landscape architectural aspects of reports, designs, or construction projects. Responsible for finished plans, specifications or approval of materials and construction. Participates in the preparation of proposals, scope of work, contracts, and budgets. Participates in quality control efforts involving landscape design and graphics. Prepares site design concepts for special clients, government agencies, or commission hearings. Coordinates work with other landscape architects and professionals within and outside discipline and with support services staff. Participates in design-oriented quality control meetings. Routinely manages projects. Perform such other duties as the Supervisor may from time to time deem necessary.</p>

Sr. Landscape Architect III	Bachelor's degree in Landscape Architecture	<p>This level may be achieved by Landscape Architects with ten years experience w/Bachelor's degree or nine years experience since Master's degree; typical incumbent has twelve to fifteen years' experience.</p>	<p>Defines scope of project, with full responsibility for interpreting, organizing, executing and coordinating project assignments. Selects problems for investigation, developing novel site design and landscape architectural concepts and approaches. Conducts quality control checks, reviewing calculations, designs, specifications and construction documents for accuracy and completeness, and performing on-site inspections of projects under construction to ensure aesthetic value and quality construction. Plans and organizes the work of junior landscape architects and technicians. Monitors completing of written reports for master plans. Keeps abreast of current methods and developments in landscape architecture. Will routinely manage projects. Performs such other duties as the supervisor may from time to time deem necessary.</p>
Sr. Landscape Architect IV	Bachelor's degree in Landscape Architecture	<p>This level may be achieved by Landscape Architects with fifteen years' experience with Bachelor's degree or fourteen years' experience with Master's degree; typical incumbent has fifteen to twenty years' experience.</p>	<p>Analyzes projects and solves major technical problems or makes cost-effective recommendations. Develops landscape architectural standards and guidelines. Determines program or project objectives and requirements. Provides consultation and advice. Markets company services. Has heavy responsibility for success of program or project, conformance to budget and to quality control. Conducts technical training workshops and services as a mentor to less experienced landscape architects and other technical professionals. Routinely manages projects. Performs such other duties as the Supervisor may from time to time deem necessary.</p>

Sr. Planner I	Bachelor's or Master's degree in Planning or related field.	5 years since Bachelor's or 4 years since Master's.	Under the direction of a program manager or department head, applies full competency in conventional planning work and broad knowledge of precedents in functional area of assignment. Plans, schedules, conducts or coordinates detailed phases of planning assignments in a part of a major project or in a total project of moderate scope. Work may involve land utilization, urban planning, transportation or archaeological projects. Coordinates technical work requirements of planning projects. Provides guidance to more junior planners in the design and preparation of plans and technical reports, and in the preparation of graphics, proposals, contracts, scopes of work and feasibility studies. Conducts analyses to determine impact of proposed project. Designs and formulates plans in graphic or written format. Writes project proposal components. Assists in the management of projects and acts as project manager on specific project tasks.
Sr. Planner II	Bachelor's or Master's degree in Planning or related field. Master's or graduate level technical coursework preferred.	7 years since Bachelor's or 6 years since Master's.	Under the direction of a program manager or department head, provides the expertise of a seasoned planner, applying advanced concepts and techniques to unconventional problems. May function as individual contributor or technical specialist. Work may involve land utilization, urban planning, transportation or environmental projects. Coordinates technical aspects of planning projects with both internal disciplines and external consultants and subconsultants. Prepares technical reports for client submission. Negotiates contracts with clients. Prepares proposals and is responsible for project cost control. Conducts on-site inspections and reviews. Monitors progress and quality control. Routinely manages projects.

Sr. Planner III	Bachelor's or Master's degree in Planning or related field. Master's or graduate level technical coursework preferred.	10 years since Bachelor's or 9 years since Master's. Some public agency experience desirable.	Under the general direction of a program manager or department head, provides technical expertise to diverse planning projects throughout the region, district or company-wide. May function as lead planner or technical consultant. Work may involve land utilization, urban planning, transportation or environmental projects. Defines scope of project, with full responsibility for interpreting, organizing, executing and coordinating planning projects. Coordinates preparation of technical reports and project submissions. Participates in negotiations with clients. Monitors work progress and conformance to technical standards and regulations. Manages planning projects for budget compliance, deadlines and quality control. Prepares planning and site design concepts for special clients, governmental agency or commission hearings. Routinely manages projects.
Sr. Project Director	Bachelor's degree in field of practice. Post graduate degree preferred. Management coursework and/or MBA a plus. Professional registration in field of practice is required, if available, e.g., P.E., A.I.C.P., R.A., or R.L.A.	15 years since Bachelor's or 14 years since Master's, with at least 2 of these years in the Project Director position with highly complex project management responsibility, or an equivalent combination of education and experience.	Under the general direction of a Regional Service Manager or Service Director, responsible for managing very complex and unconventional technology or delivery systems for specific and corporately significant clients. May involve the management of multiple programs in a specific delivery system. Responsible for the financial performance of projects of considerable magnitude and risk to the Company. Typical projects might include major multiple or individual programs or construction management engagements, design-build projects of national significance, design-build-operate-maintain undertakings, unique and complex wastewater treatment facility design, large environmental studies requiring specialized knowledge and abilities. Responsible for mentoring project staff associated with highly sophisticated and unconventional projects. Projects of this magnitude generally involve over \$3 million annually in net revenue and require

			very specialized expertise or experience of the individual.
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Sr. Project Manager	Bachelor's degree in field(s) of practice. Graduate degree preferred. Management coursework and/or MBA a plus	Ten years of experience in project production and technical professional activities, four of these working as a project manager.	Coordinates and participates in contract negotiations with clients and subcontractors, and drafts very complex professional service agreements, arranging for their review and execution by senior management. Conducts QCAP reviews of less complicated professional services agreements. Directs project team compliance with contract terms, monitors subcontractors' progress, performance and compliance with contractual commitments; participates in contract dispute resolution and litigation concerning project performance, administration and other liability issues; reviews and approves subconsultant and vendor invoices, and resolves payment disputes. Develops, communicates and manages project quality assurance, administrative procedures, communication guidelines, project deliverable formats and specifications, and progress reporting requirements. Monitors schedules, billings and reports; ensures appropriate charging of manhours, costs and expenses to projects; assists in obtaining payment from clients; resolves client disputes and adjusts billing records as required; communicates project progress/status to senior management and alerts them of project production, quality control or financial performance problems. Identifies new business opportunities for the firm, coordinates and participates in project presentations to clients and other external groups, and promotes firm's capabilities, marketing its services among existing and prospective clients. Participates in project opportunity evaluation, consultant selection, and in the preparation of firm's qualification/experience statements. Coordinates communications between internal and external associates and client, and between firm and regulatory agencies. Maintains frequent contact with clients and regulatory
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			<p>agency personnel to determine their respective needs and requirements, and serves as expert witness at project hearings and judicial proceedings if necessary. Supervises other project managers, technical professionals and other design staff including managing weekly project workload and manpower forecasting. Conducts project management training workshops and serves as mentor to associate project managers and project managers. Monitors and reports financial status of projects to technical managers. Performs such other duties as the supervisor may from time to time deem necessary.</p>
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Sr. Surveyor III	Bachelor's degree in Land Surveying or related field, or equivalent combination of education and experience, as required for PLS.	8 years' of experience since PLS.	Under the general direction of a technical manager, provides technical expertise to diverse survey projects throughout the region, district or company-wide. May function as lead surveyor or technical consultant. Has full responsibility for interpreting, organizing, executing and coordinating survey assignments. Monitors completion of plats, drawings and legal descriptions for major projects. Performs on-site inspections and reviews. Monitors project contracts for budget compliance, deadlines and quality control. Selects problems for investigation, developing novel approaches and solutions to land surveying problems. Plans and organizes the work of junior surveyors and technicians. Keeps abreast of state-of-the-art methods and developments in land surveying. May manage projects. Renders expert opinion to sign and seal, or may sign and seal if authorized by appropriate state license. May be required to provide expert testimony in court cases concerning surveying-related matters.
Surveyor II	Bachelor's degree in Land Surveying or related field, or equivalent combination of education and experience.	This level may be achieved by Surveyors with a Bachelor's and 4 years' relevant experience, or PLS and 2 years' experience.	Performs professional-level office work in land surveying, applying specialized technical knowledge to the solution of land surveying problems and the coordination of related project activities, under the supervision of a senior surveyor, survey manager or department head. Researches or directs the research of legal records to identify previous boundaries. Prepares or supervises the preparation of survey drawings, plats, maps and reports, including ALTA surveys. Produces and/or corrects topographic survey drawings, traverse and level network adjustments. Writes legal descriptions. Utilizes CAD software to produce or adjust survey drawings, plats and parcel maps. Recommends solutions to resolve deed conflicts, field problems and geometric errors and discrepancies. Coordinates field

			work with survey crew and others, as required. May occasionally travel to field sites and perform field work, as required by project.
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Carol L. Hardaker (Federal Contract Administrator)
Glenn A. Derby (Federal Contracts Manager) (Alternate)
Richard Galloway (Sr. Vice President)

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